

iTunes

Library—List of all iTunes files on your computer (music, podcasts, etc.)

Playlists—“sub-lists” you create from your library

- To create new Playlist

 - File, New Playlist—name

- Drag titles from library to Playlist

Smart Playlist—playlist you create based on “rules”

- Go to File, New Smart Playlist—name

- Choose “match” criterion

- Use when choosing from multiple playlists

Import from a CD

- Insert CD

- Choose Import into iTunes

 - Listed in “recently added”

 - Create new playlist

- Select from Recently added, drag to playlist

Burn a CD

- Insert blank CD

- Select a playlist

- Click “burn” button